

CONFIDENTIAL

**CONTRACT EMPLOYEES
(RECRUITED AT HEADQUARTERS)**

OP	FE/PERS	MED	SEC	PROCEDURE
	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> REPORT SEC. A F-89 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> 2 PHS </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> 3 PHS </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> 4 F-204 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> 7 F-204 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> CON-TRACT </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> 9 </div>			<ol style="list-style-type: none"> 1 A. NOTIFY OP OF REQUIREMENTS I.E. NUMBER AND TYPE OF PERS NEEDED. 2 OP/POD - RECRUIT CANDIDATES AND FORWARD FOR EACH (A) PHS, (B) FORM 89, (C) SECRECY AGREEMENT, AND (D) INTERVIEW REPORT. 3 <ol style="list-style-type: none"> A. REVIEW WITH BRANCH AGAINST REQUIREMENTS. (EACH BRANCH WITH AN INTEREST) (IF NO INTEREST - NOTE AND RETURN TO OP.) B. NOTIFY OP OF INTEREST AND CONTACT EMPLOYEE FOR INTERVIEW. MAKE NECESSARY HOTEL AND TRAVEL RESERVATION. C. INITIATE REQUEST FOR SECURITY CLEARANCE, FORM 772. D. INITIATE REQUEST FOR PHYSICAL EXAM, FORM 259. 4 <ol style="list-style-type: none"> A. INTERVIEW CANDIDATE WITH BR. (IF NEGATIVE CANCEL REQUEST FOR SECURITY CLEARANCE, AND PHYSICAL AND RETURN FILE TO OP) B. PREPARE FORM 204, AND OBTAIN APPROVAL OF FE CONTRACT APPROVING OFFICER. C. NOTIFY CANDIDATE BY MAIL OF INTEREST (OR DISINTEREST) AND ADVIS OF CONTINUING INTEREST THROUGH THE PERIOD REQUIRED FOR SECURITY CLEARANCE. 5 <ol style="list-style-type: none"> A. INVESTIGATE B. PREPARE NOTIFICATION OF APPROVAL (OR DISAPPROVAL). C. FILE FORM 772 AND PHS. 6 A. GIVE PHYSICAL AND APPROVE (OR DISAPPROVE). 7 A. PREPARE CONTRACT BASED ON PROVISION OF FORM 204 AND AGENCY REGS 8 <ol style="list-style-type: none"> A. NOTIFY APPLICANT OF APPROVAL. B. SCHEDULE POLYGRAPH. [REDACTED] C. ARRANGE TRANSPORTATION FOR EOD IN WASHINGTON. 9 <ol style="list-style-type: none"> A. MEET WITH APPLICANT AND INSURE COMPLETION OF EOD AND CONTRACT FORMS. B. BRIEF ON INSURANCE PROGRAMS AND OTHER BENEFITS. C. DISTRIBUTE EOD AND CONTRACT FORMS. D. RETAIN COPY OF CONTRACT IN SOFT FILE.

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